

TTWG COMMITTEE MEETING
DECEMBER 5, 2002

Attending: Larry Brotman, Dave Christianson, Gail Ewart, Liza Fox, Jim Hill, Jim Mangan, Donna Phillips, and Dirk Roeller.

Overall this was a good meeting that focused on the refinement of the TTWG's portion of the I-plan. The following topics were discussed.

1. Definitions of Stakeholders: Everyone agreed that Gail did a very good job in defining the stakeholders. The next step will be to distribute these to the other TWGs and to Nathan for their comments. These definitions will hopefully be a topic for discussion at the January I-plan meeting and be incorporated into the final plan.
2. Vision Statement: The group agreed that the vision of the TTWG should come directly from its objectives. It was expressed that most of the content for the vision statement was already discussed in e-mails and that before we continue the discussion further these documents should be reviewed. Dave offered to find these e-mails and Liza offered to work on this paragraph as well as, on the Risk Analysis Section.
3. Business Needs: Donna has written a beginning list of business needs for local government and Dave will distribute this to the group. The decision was made that the actual list of business needs would be attached as an appendix to the TTWG's plan and a summation paragraph would be written. The main idea of this section is to identify the framework by which the most amounts of business needs can be met and not to address all the needs at this time.
4. Standards: John Gibson is currently working on this section.
5. Implementation Strategy: The discussion on this topic in some respects generated more questions than answers. At this time it appears that more information needs to be collated in order to generate a defensible implementation plan. The implementation strategy should be developed from the knowledge of our current status, core business need(s), funding opportunities, and implementation entity or entities.
6. Funding: The topic of who would distribute any moneys and how that would be done was discussed. The consensus of the group was that the TTWG was created to make recommendations and not to actually distribute moneys or contract for services. These responsibilities would ultimately be delegated to a yet undefined entity. The group agreed this topic should be one that is discussed at the January I-plan meeting and that the TTWG should make a recommendation to bring to this meeting.
7. Tasks Currently Being worked on:
 - Business Needs: Local - Donna & State - Tracy

- Data Sources: Mostly covered by Maxim's survey...but Liza will pull it together
- Current/Historical data status: Gail Ewart
- Status: Liza
- Standards: John Gibson
- Implementation: Dave C.
- Most Appropriate Data Steward: Larry B.

Next Meeting is December 18, 2002 - 8:30 am PT/ 9:30 Boise Time